



CONNECTIONS | CAREERS | COMMUNITY

EWI Chapter Resource Guide

A Framework for a Successful Chapter

October 4, 2013





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Mission

Executive Women International® (EWI®) brings together key individuals from diverse businesses for the purpose of: promoting member firms, enhancing personal and professional development, and encouraging community involvement.

Vision

To be a global women's organization of 5,000 engaged members empowering others for positive change.

Values

Integrity | Excellence | Respect | Collaboration

Our Strategic Goals

1. To strengthen, expand and broaden membership.
2. To provide member firms with meaningful benefits.
3. To actively promote education for all representatives.
4. To achieve a high level of community visibility through service.

Introduction

The EWI Chapter Resource Guide is intended to help each Chapter succeed. Information included in this document will help Chapter leaders understand policies and procedures as they make decisions for the benefit of their memberships. For additional information please refer to the Members Only area of the **Corporate Website** (ewiconnect.com).

EWI Chapter Policies and Procedures

A set of policies and procedures are principles, rules and guidelines, which are derived or accepted to reach the vision, mission and goals of an organization.

Policies and procedures are designed to influence and determine a definite course or method of action selected from among alternatives. They are in light of given conditions to guide and determine present and future decisions within the boundaries as determined by organizational leadership. Procedures are the specific methods employed to state policies in operations of the organization. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into actions which result in an outcome compatible with the organizational view.

A. Code of Conduct:

EWI is a global business organization with an equal focus on **Connections, Careers** and **Community**. Not only do members of EWI represent themselves, their firms and their executives, they represent what EWI stands for in the workplace.

All EWI Chapter members should always strive to serve as an example to new Chapter members and nonmembers by maintaining the highest level of professionalism, respect and decorum in all activities and towards others when representing EWI and the Chapter in any venue. EWI's Guiding Principles contain



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the Code of Conduct and Conflict of Interest policies and are intended to assist our members living out the true values of EWI while keeping a framework for dealing with ethical situations. The orientation of any Chapter member should include the Guiding Principles and be for the good order, welfare or character of EWI, any of its Chapters and all EWI activities.

B. Corporate Legal or Corporate Accounting Assistance:

Chapters may find it is necessary from time to time to seek Corporate legal or Corporate accounting assistance. All requests for assistance must be presented in writing to the Executive Director and the Corporate Board of Directors before assistance can be arranged. Once approved, the Executive Director will coordinate arrangements for assistance to be provided to the requesting Chapter. Any expenses incurred as a result of this assistance will be the responsibility of the requesting Chapter.

C. Records Retention and Disaster Recovery:

Our organization creates records through our daily business. These records are considered active. Over time, some of these records are no longer utilized and become inactive. There are certain requirements which must be considered in determining the types of records to be retained. Because the retention and storage of records can be costly, a [Record Retention Schedule and Disaster Recovery Plan](#) has been developed with the input from Corporate legal and Corporate accounting personnel. This plan is provided to guide Chapters in determining what records should be retained, how long they should be retained and what to do in the event of a loss of records or documents of importance to the Chapter and the organization.

D. Marketing/Social Media:

EWI has two distinct audiences for all marketing initiatives: external and internal. An external audience is defined as messaging that is directed to anyone that is not within the Corporate Office, an EWI Chapter, member firm or member representative. In general terms, this is the non-EWI public at large. An internal audience is anyone that is part of the EWI organization by means of salary or membership dues.

We encourage Chapters to first consider these two definitions when creating or developing any messaging. Who is your audience?

Internal and external messaging can take many forms. In terms of Social Media outlets in North America, these most often include: Websites, Facebook, LinkedIn and Twitter. External messaging also includes all advertising and printed publications, such as Chapter *EWIConnect* and recruitment pamphlets. Virtually, anywhere our logo is displayed publicly can be considered external messaging. We have developed very specific guidelines and templates for your use in creating printed materials. These can be found in the [EWI Style Formatting Guide](#) and [EWI's Branding Guide](#) in the Members Only area of the Corporate Website (ewiconnect.com).

For practical examples of effective Social Media messaging, please see the [EWI Social Media Idea Book](#).

E. Branding:

EWI has a specific brand strategy in response to changing market conditions. This brand strategy covers and addresses the use of our logo, *EWIConnect* templates and Corporate and Chapter websites. The brand has been designed to attract a wider membership base by streamlining EWI's visual and verbal communications. The [EWI Style Formatting Guide](#) provides a basic understanding of what is approved for use. Adhering to [EWI's Branding Guide](#) will enable better support of businesses and individuals by promoting Member Firms, enhancing professional and personal development and encouraging community involvement.



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F. Use of the EWI Logo

EWI Logo:

The name Executive Women International, the acronym EWI, the logo, design and similar marks or indications of membership are owned and registered to the Corporation and will not be reproduced without the express written consent of the Corporate Board. *Corporate Bylaws, Article XIII.*

Use of the [EWI Logo](#) in newsletters, websites, invitations, business cards and presentations for Chapter purposes is permitted without notification to the Corporate Board as templates for these business papers are available on the Corporate Website ([ewiconnect.com](#)). These templates should be used as designed as the EWI logo cannot be altered in any way, shape or form.

Use of EWI's logo for any other purpose will require the following approval steps by the Corporate Board:

- Chapters must present the proposed product in writing to the Corporate Board utilizing the [Membership Mark Authorization Request Form](#).
- Chapters must state how the product will be used. If the product is for resale, Chapters must state how it will be sold and how the proceeds will be used. A digital picture, mock up or sample of the product must be included with the request form.
- Misuse of the EWI logo or use without prior written approval may result in a \$250 fine to the Chapter.
- All items submitted will be given careful consideration.

Membership Jewelry Program:

The EWI Jewelry Program is provided to help you recognize members, special guests and memorable occasions. Awards may be ordered from an EWI Corporate-approved vendor. Refer to the Members Only area of the **Corporate Website** ([ewiconnect.com](#)) for selections available and ordering information.

Stationery and Name Badges:

Corporate-approved letterhead and name badge templates are available on the Members Only area of the **Corporate Website** ([ewiconnect.com](#)) for use by Chapters.

G. Publicity-Promotion-Press Release(s):

Please refer to the [Chapter Publicity Guide](#). Most press releases are submitted via electronic transmission. A phone call to the various editors of the media in your area may increase the likelihood of your press releases being published. A sample [Media Release](#) is provided for you to customize and distribute.

Legal Responsibilities and Functioning as a Board of Directors

The laws of each state govern the conduct and rules for members of the Chapter Board. In general, Chapter Directors are not personally liable for the debts or obligations of their EWI Chapter (organization). Chapter Directors are not a guarantor of the financial viability of the Chapter nor are they the guarantor that Chapters will not incur debts or liabilities or hold events that result in liability.

The general rule is that Chapter Directors must discharge their duties in good faith, with reasonable care and in what the Chapter Director believes to be in the best interest of the organization. As a Chapter Director you are a "fiduciary," meaning that you have a special relationship of trust to the organization. This prevents Chapter Directors from self-dealing with the Chapter without full disclosure. Chapter Directors are entitled to



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rely on information, opinions and reports they reasonably believe to be reliable given to them by people they believe are qualified. They do not have to verify everything another Chapter Director tells them unless they know it to be untrue or unless the information being provided does not seem reasonably credible. A Chapter Director must use reasonable care and diligence in carrying out the Chapter Director's duties.

The Chapter President is the only person who has legal authority to contract for the Chapter or to make binding commitments for the Chapter. Unless the Board specifically authorizes a Chapter Director to enter into a contract for the Chapter, a Chapter Director does not have authority to contract for the Chapter or make binding commitments. Any attempt to make binding commitments could result in personal liability for the Chapter Director making the commitment.

As part of its annual insurance coverage payment to Corporate, Chapters are provided Directors and Officers Liability Insurance. This policy protects the Chapter Officers and Directors and bonds them for financial transactions of the Chapter. The effective dates of the policy are December 1 – December 1 of each year. In order to ensure coverage, a Chapter must pay their Chapter insurance invoice issued by the Corporate Office by the deadline in the Dates & Deadlines Calendar. This insurance does not replace the Treasurers bond. It is highly recommended Chapters still purchase an additional bond to cover the Chapter Treasurer.

If any Chapter Director engages in any financial or other transaction with the Chapter, whether individually, or through a company in which the Chapter Director is employed or has a financial interest, there must be full disclosure to the Chapter Board of the Chapter Director's involvement or interest in the transaction. State law may vary on whether the Chapter Director can vote on such a transaction, but best policy should be the full disclosure of any transactions involving a Chapter Director and approval of the transaction by a majority of disinterested Chapter Directors.

If legal action is brought against a Chapter Director in connection with his/her activities in the Chapter, the Chapter can typically indemnify related legal expenses, as well as any penalties or judgments so long as they are in connection with actions taken as a Chapter Director, except in cases of gross negligence or intentional acts or omissions by the Chapter Director.

Decisions of the Chapter Board are normally based on a vote of the majority, unless otherwise required in the Bylaws. Chapter Board decisions must be honored by all Chapter Directors.

The authority to manage the Chapter rests with the Chapter Board. The Chapter Board should seek input from the Chapter representatives when making decisions. The Chapter Board has the power to formulate policies and make decisions for the membership. Action taken by the Chapter Board is binding. The membership of the Chapter may amend or modify any policies using appropriate procedures under Chapter Bylaws and Standing Rules. Officers of the Chapter (President, Vice President/President-Elect, Secretary, Treasurer and Sergeant-at-Arms) have the duty to carry out the policies and implement the decisions of the Chapter Board on a day-to-day basis. As a member of the Chapter Board, your responsibility as an elected Chapter Director is to supervise the operation and business of the Chapter.

It is important that a Chapter Director exercise care in speaking about the organization. The words of Chapter Directors may be interpreted to represent the organization. A Chapter Director should speak only to those policies, issues and positions on matters already decided upon by the organization or the Chapter Board. The President is the official spokesperson for the Chapter. As a courtesy, the President should be kept aware in real time of items affecting the welfare of the organization.

Chapter Directors should support and participate in the activities of the Chapter. This provides opportunities for an individual representative to relate to Chapter Directors and communicate with the Chapter Board. The Chapter Directors should function as "role models," counseling and mentoring and serving as a resource where appropriate in support of all Chapter and Corporate initiatives.



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Chapter Directors should become familiar with the Corporate Bylaws, Chapter Bylaws, Chapter General and B/C/DP Budgets, Chapter Standing Rules, Corporate and Chapter Strategic Plans and the Chapter Resource Guide. What about other procedures?

A. General Calendar-Key Chapter Events:

Operating and Fiscal Years: October 1 – September 30

Installation of Chapter Board: The members of the Chapter Board are installed at either the September or October Chapter meeting at the beginning of the operating year. The Vice President/President-Elect typically selects the Installing Officer (a past Chapter President). Some [Board Installation Tools](#) are available for reference.

After installation, the Chapter Board holds its first official meeting. At this meeting, the Chapter Board elects its representative to the Nominating Committee. Nominations are called for by the President, names are placed in nomination, and a vote is taken. The representative is elected by action of the Chapter Board, not by volunteering, acclamation, or consensus. This initial meeting may also include officially adopting any decisions made at the Chapter Board retreat.

Election of Chapter Board: It is recommended at the June or July Chapter Board meeting the Nominating Chair presents the slate of Officers to the Chapter Board. No action is required by the Chapter Board as this is informational only. The proposed slate is presented to the Chapter for a vote at the **Chapter Annual Meeting**.

Election of Delegates/Alternates to the Corporation's Annual Meeting: It is recommended at the June or July Chapter Board meeting, the Nominating Chair presents the proposed annual meeting Delegates/Alternate Delegates to the Chapter Board. The Annual Meeting Delegates/Alternates will need to be voted on by the Chapter in time to meet the established deadline for filing the Delegates Notification Form with the Corporate Office,

Approval of Annual Budgets: At the August or September Chapter Board meeting, the Chapter Board approves the budget in a form that will then be presented to the Chapter for its approval at the Chapter's annual business meeting.

Chapter Annual Meeting: At this meeting, the proposed slate is voted upon and the annual budget is approved. Any changes to the Chapter's Strategic Plan or Standing Rules will also be presented to the Chapter for approval at this meeting.

B. Chapter Board and Advisor Positions Summary:

The Chapter Board consists of Director/Officer positions and Director/Standing Committee Chair positions:

Directors/Officers:

President, Vice President/President-Elect, Secretary, Treasurer, and Sergeant-at-Arms

Directors/Standing Committee Chairs:

Program Chair, Retention & Recruitment Chair, Communications Chair, Fundraising Chair and optional Director-at-Large

Chapter Board Advisor:



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The Chapter President appoints a past Chapter President to the position of Chapter Board Advisor. The Chapter Board Advisor is not entitled to vote. For purposes of continuity, it is recommended the immediate past Chapter President be appointed to the position and serve as chair of an Advisory Committee, should the Chapter President appoint more than one Chapter Board Advisor.

C. Quorum and Voting:

The majority of the Chapter Directors will constitute a quorum for the transaction of business at any regular or special meeting of the Chapter Board, and every act or decision of the majority of the Directors present at a meeting at which a quorum has been established will be valid as the act of the Chapter Board. Each of the Officers and Directors is entitled to one vote. The President only votes in the event of a tie. The Chapter Board Advisor is not entitled to vote.

D. Attendance:

Timely and regular attendance at all Chapter Board meetings is needed. Attendance in person is best, but attendance by telephone is preferred over no attendance or participation at all. The Chapter Directors need to keep the entire Chapter Board informed as to the work of their committee(s) and share with the entire Chapter Board information that comes to them individually about matters of interest to the Chapter Board.

According to Robert's Rules of Order, Newly Revised, a member of an organization may attend that organization's Board of Directors meeting. It is not necessary for the member to notify anyone of his/her attendance in advance. Out of courtesy, contacting the President beforehand is recommended. Guests may attend, but may not speak.

If the Chapter Board goes into Executive Session, only voting Chapter Board members may attend the Executive Session.

E. Communication:

Committee Chairs communicate with the Chapter Board and with their committee members. Committee Chairs bring recommendations from their respective committees to the Chapter Board for approval. Once approved by the Chapter Board, the committee may proceed with implementation.

F. Budgets:

All Chapter Directors will regularly monitor the entire Chapter budget, but particularly in regard to their area of responsibility including revenue and expenses. All expenditures must be reviewed and approved by the Chapter Board in advance of spending.

G. Strategic Plan:

The Strategic Plan formally sets out the direction the Chapter desires to go. The Strategic Plan is reviewed periodically by a designated committee. The committee may propose changes to the Strategic Plan. These changes are brought by the committee to the Board for approval. If the Board approves, the changes are then presented to the Chapter for its vote at the Chapter's annual business meeting.



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Chapter Governance

A. How to conduct a meeting:

Meetings are conducted through utilization of the organization's governing documents and in accordance with Robert's Rules of Order, Newly Revised. For additional information refer to the [How to Conduct a Meeting](#) document.

The documents governing all Chapter operations are:

- Corporate Bylaws
- Chapter Bylaws
- Chapter Standing Rules
- EWI Chapter Resource Guide
- Standards of Excellence

B. Corporate Bylaws:

Corporate Bylaws govern the operation of the EWI organization. Amendments to Corporate Bylaws may be made only through action taken at the EWI Annual Meeting.

C. Chapter Bylaws:

Chapter Bylaws govern the operation of all EWI Chapters. Chapter Bylaws cannot conflict with Corporate Bylaws. Amendments to Chapter Bylaws may be made only through action taken at the EWI Annual Meeting.

D. Chapter Standing Rules:

Standing Rules are adopted by a Chapter to guide the operation of the local Chapter. Standing Rules in all cases are in addition to both Corporate and Chapter Bylaws and cannot conflict with these documents or established procedures. The Standing Rules are reviewed periodically by a designated committee. The committee may propose changes to the Standing Rules. These changes are brought by the committee to the Chapter Board for approval. If approved, the changes are then presented to the Chapter for a vote at the Chapter's Annual Business Meeting.

E. EWI Chapter Resource Guide:

The EWI Chapter Resource Guide is maintained by the Corporation and contains information on EWI policies and procedures. For additional information, please refer to the Members Only area of the Corporate Website (ewiconnect.com).

F. Standards of Excellence:

As a premier woman's organization, EWI works to reflect and strive for excellence. There is value in having a goal to move toward. EWI developed Standards of Excellence to give vision for chapters and provide a plan for growth. This helps to unify members and promotes clarity and consistency throughout the organization. Standards of Excellence are based on EWI's core foundation of mission, vision, and values. It is built on EWI's Three Priorities of Connections, Careers, and Community, with the goal of developing Chapters of Excellence (COE's).



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Chapter Board of Directors: President

A. Position Description: Please refer to Chapter Bylaws, Article IV, 1.A.(1).

The President will:

- Serve as Chief Executive Officer of the Chapter.
- Preside at all meetings of the Chapter and of the Chapter Board.
- Conduct meetings in accordance with the current edition of Robert's Rules of Order, Newly Revised.
- Serve as a member of the Chapter Board with overall responsibility for the business of the Chapter.
- Serve as Ex-Officio member of all committees, except Nominating Committee.
- Establish Chapter standing committees and Ad HOC committees.
- Vote only to break a tie.

B. Duties and Responsibilities:

- Appoint a Parliamentarian, Historian, Official Greeter and purpose-appropriate Standing Committees and Chairs, except for Nominating Committee.
- Hold a retreat or detailed orientation to 1) review the duties of each Chapter Board position, 2) review Chapter initiatives for the year, 3) evaluate the Strategic Plan and 4) establish initiatives for the coming year.
- Be familiar with the responsibilities and duties of each committee.
- Confirm that all requirements are met regarding Corporate reports and ensure completion or submission by date required.
- Prepare agenda for monthly Chapter and Chapter Board meetings, soliciting input from Chapter Directors and include any reports needed. Schedule should include a minimum of two business meetings.
- Request Committee Chairs to forward reports prior to all meetings and to give oral or written reports at business meetings.
- Request written reports, as needed, for inclusion in the monthly Chapter *EWIConnect*.
- Prepare and send letters of appreciation to speakers, firm executives, firm night sponsors, etc. (Other Officers may sign letters but usually more appropriate for President to do so.)
- Share Corporate communications with Chapter Directors, as well as the members of the Chapter, if appropriate.
- Review Membership Applications in process on a monthly basis with Retention & Recruitment Director.
- Review and approve the Chapter *EWIConnect* each month. Confirm the date distributed is in advance of monthly meeting and that all necessary information concerning the meeting is included.
- At the conclusion of term, present to the Chapter membership a President's report including actions, accomplishments and activities during term of office.
- Request written annual reports from Chapter Board members and ensure that signed originals are placed on file with Chapter Secretary.
- Ensure Treasurer receives annual dues for all Member Firms from Corporate.

C. President's Calendar/Checklist:

Monthly:

- Review membership applications with Retention & Recruitment Director.
- Discuss with Retention & Recruitment Director a schedule to contact all representatives to confirm the firm plans to renew membership for the upcoming month.
- Share Corporate communications and those from other Chapters with the Chapter Board and membership, if appropriate.



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- Check and approve material for the Chapter *EWIConnect*. Verify that distribution date will be sufficiently in advance of the meeting, and that all necessary meeting information is included.
- Have Committee Chairs report plans in connection with the next meeting so that all arrangements can be coordinated and a complete agenda prepared.
- Ensure suitable letters of appreciation are sent following the meeting, when appropriate (e.g. featured speaker or the executive of a firm sponsoring a firm night). Circumstances may direct letters be sent from another Chapter Board member or Committee Chair.
- See that due notice of the Chapter Board meeting is given each Chapter Board member by the Secretary or other designee.
- Prepare agenda for Chapter Board meeting. It is recommended Chapter Board members forward all reports by a pre-determined deadline in advance of the Chapter Board meeting.

October:

- Confirm the Corporate Office Staff and newly-elected Corporate Officers and Directors are included on the distribution list for the Chapter *EWIConnect*.
- Ensure that Committee Chairs have scheduled committee meetings within 30 days of installation.
- Adopt and process bank resolutions to change signatures on all bank accounts.
- Elect Chapter Board member to the Nominating Committee.
- Renew bond and change name to current Treasurer.
- Registered Agents and Charitable Solicitation filings are handled through outside agencies with follow-up done by the Corporate Office.
 - A registered agent is a business or individual designated to receive service of process (SOP) when a business entity is a party in a legal action such as a lawsuit or summons. The registered agent's address may also be where the state will send the paperwork for the yearly renewal of the business entity's charter. The registered agent for a business entity may be an individual member of the company, or a third party, such as the organization's lawyer or a service company.
 - Charitable solicitation allows a business or individual to solicit funds for a nonprofit entity.

November:

- Confirm that Treasurer balances and closes Chapter books as of September 30. Treasurer should prepare [Annual Operating Financial Report](#) and [Annual B/C/DP Financial Report](#) and obtain the Chapter President's signature. Forms are due November 30 to the Corporate Office. The B/C/DP Financial Review and Operating Financial Review should be submitted by December 31.
- Review and sign all annual financial reports.
- Review with Treasurer any delinquent member payments for meetings or other unpaid fees.
- Confirm that necessary changes are made to the Chapter information in the online directory and that the [Firm Information Change Form](#) is completed and sent to the Corporate Office by the established deadline.
- Review the [B/C/DP Project Participation](#) due at Corporate Office in accordance with the Dates & Deadlines Calendar.

February:

- Confirm payment of the insurance bill is sent to the Corporate Office by April 15.
- Verify selection of EWISP judges.

March:

- Encourage attendance at any scheduled Spring Conference(s).

April:

- Consult with EWISP chair regarding collection of student applications.



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- Confirm with Nominating Committee the [Straw Ballot](#) has been sent to all representatives. (*Chapter Bylaws, Article VIII, Section 1.C.*) The Chapter Board will decide whether to fill the optional Director-at-Large position and advise the Nominating Committee prior to its meeting and distribution of the Straw Ballot.

May

- Review all EWISP forms requiring signature of Chapter President with EWISP chair. Verify that winning student's application is forwarded for Corporate judging by due date.

June-July:

- Promote attendance at the Leadership Conference & Annual Meeting (LCAM) and Academy of Leadership; prepare letter to all executives encouraging their representatives' attendance.
- Consult Chapter Nominating Committee Chair for announcement of:
 - Slate of Officers and Directors; confirm posting in writing (*Chapter Bylaws Article VIII, Section 1. C.*) As a courtesy, the Nominating Committee should present the slate to the Chapter Board prior to announcement. The Chapter Board does not approve or disapprove slate. (*Chapter Bylaws, Article VIII, Section 1.C.*) Nominations for Chapter Board positions will be closed 30 days prior to the Chapter's annual business meeting.
 - Slate of Annual Meeting Delegates/Alternates to Corporation's Annual Meeting for voting by the membership. The vote of the membership should be conducted in time to meet the deadline, in accordance with the Dates & Deadline Calendar, for filing the Delegates Notification Form and fees with the Corporate Office. (*Chapter Bylaws, Article VIII, Section 1.B.*)
- If participating in Corporate ASIST program, follow up with chair to ensure application is submitted by due date.
- Elect delegates and alternates. (*Chapter Bylaws, Article VIII, Section 1.B.*)

August-September:

- Instruct Secretary to prepare and mail official [Notice of Annual Chapter Business Meeting](#) (*Chapter Bylaws, Article VII, 3.*)
- Provide members with proposed budget information and other items to be voted on at the Chapter's annual business meeting.
- Request Committee Chairs to prepare written reports for the Chapter's annual business meeting.
- Make final arrangements for the installation meeting in cooperation with the Vice President/President-Elect, the Installing Officer, and the Program Director.
- Check all details in connection with the Chapter's participation in LCAM.
- Assign coverage of all aspects of the Annual Meeting among the delegates, alternates and other Chapter attendees so that a full report can be made to the Chapter.
- Check to be sure all files and records of Chapter Board members are ready to be transferred to the incoming Chapter Directors.
- Ensure the Chapter Vice President/President Elect submits the updated [Corporate Notification of Annual Chapter Officers and Directors](#) form in accordance with the Dates & Deadlines Calendar.



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Chapter Board of Directors: Vice President/President-Elect

A. Position Description: Refer to Chapter Bylaws, Article IV, 1.A.(2)

The Vice President will:

- Be the President-Elect and will be vested with all the powers and will perform all the duties of the Chapter President in case of the absence or disability of the Chapter President.
- Have such other powers and perform such other duties as may be delegated by the Chapter President or the Chapter Board.

B. Duties and Responsibilities:

The Vice President/President-Elect's responsibilities will vary from Chapter to Chapter, based on the practices and strategic plan of the individual Chapter. These responsibilities may include:

- Oversight/tracking progress related to the Chapter's Strategic Plan
- Planning special Chapter events
- Arranging for the purchase of the "Past President's pin" to be presented to the outgoing Chapter President at the installation meeting
- Work with outgoing Chapter President on plans for installation meeting.

C. Vice President/President-Elect's Calendar/Checklist:

July-August:

- Finalize committee appointments.
- Select Installing Officer for installation of incoming Chapter Board.
- Review [Record Retention Schedule and Disaster Recovery Plan](#).
- Prepare for/conduct Chapter Board retreat.
- Obtain proper bank resolution forms for signatures immediately after installation.

September:

- Submit the updated [Corporate Notification of Chapter Officers and Directors](#) form to the Corporate Office in accordance with the Dates & Deadlines Calendar.



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Chapter Board of Directors: Secretary

A. Position Description: Refer to Chapter Bylaws, Article IV, 1.A.(3)

The Secretary will:

- Keep and have charge of the minutes of all business meetings of the Chapter and Chapter Board.
- Serve notices of all business meetings of the Chapter and Chapter Board.
- Sign official documents, with the Chapter President, in the name of the Chapter.
- Keep the seal, Bylaws, and such other papers as the Chapter Board may direct.
- Perform all the duties incident to the office of Secretary, subject to the control and direction of the Chapter Board.

In the absence of the Secretary, the President may appoint any representative to act as Secretary.

B. Duties and Responsibilities:

- Send notices to Chapter Board members of Chapter Board meetings.
- Send notices to Chapter members of business meetings and any special meetings of the Chapter. (Notices will include place, day, and time of meeting.)
- Record [minutes of business meetings of the Chapter and the Chapter Board](#).
- Keep records of open meetings, if directed by the Chapter President and the Chapter Board to do so.
- Submit drafts of minutes to Chapter President for review/edit within 10 days following each Chapter Board meeting and/or Chapter business meeting.
- Ensure that minutes are approved at next Chapter Board or Chapter business meeting.
- Maintain records of approved minutes and send copies to the Corporate Secretary, Corporate Office and Chapter Board members.
- Complete and submit the [Delegates' Notification Form](#) for the Chapter's elected delegates and alternates to the Corporate Office in accordance with the Dates & Deadlines Calendar.
- Prepare and respond to regular official correspondence, as well as special communications, as directed by the Chapter President or Chapter Board and provide copies to the Chapter President.
- Archive Chapter records based on [Record Retention Schedule and Disaster Recovery Plan](#).

C. Secretary's Calendar/Checklist:

Monthly:

- Prepare and distribute minutes of meetings of the Chapter Board to the membership, Corporate Secretary and Corporate Office.

Annually:

- Archive Chapter records based on [Record Retention Schedule and Disaster Recovery Plan](#).

As needed:

- Send notices to Chapter members of the Chapter business meetings and any special meetings of the Chapter no less than 10 days prior to the date of business meetings and no less than five days prior to the date of a special meeting.

August:

- Prepare and send [Delegates' Notification Form](#) and fees to the Corporate Office in accordance with the Dates & Deadlines Calendar.



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Chapter Board of Directors: Treasurer

A. Position Description: Refer to Chapter Bylaws Article IV, 1.A.(4).

The Treasurer will:

- Fulfill duties and responsibilities described in the Chapter Accounting-General Fund and Chapter Accounting-B/C/DP documents.
- Serve as the financial officer of the Chapter.
- Account for all receipts and disbursements of the Chapter in a consistent and timely manner in accordance with accepted accounting practices.
- Maintain two separate bank accounts: one account for the general funds of the Chapter and one for the Business/Career/Development Program (B/C/DP) account using the [IRS Guidelines for Charitable Contributions](#).

Note: The IRS mandates no co-mingling of operating funds and EWI B/C/DP funds.

- Serve as member or chair of the Chapter Budget Committee in preparation of Chapter's annual budget utilizing [B/C/DP Budget Worksheet](#) and [Budget Worksheet-EWI Accounts Only](#).
- When required, provide documentation of our 501(c)3 status using the [Internal Revenue Service Identifying Numbers for B/C/DP and Subordinates – 501 \(c\)\(3\)](#)

It is recommended:

- a representative not serve as Treasurer for more than two consecutive years.
- the Chapter carry a bond and suitable protective insurance for the Treasurer position at Chapter expense. This must be renewed annually, immediately following installation, or when there is a change in Treasurer.

B. Duties and Responsibilities:

- Complete new signature cards for each bank account. Signature cards should have signatures of current Officers. Accounts should require two signatures on all checks, preferably the President and the Treasurer. Record all receipts in appropriate bank account.
- ATM/Debit Card Policy
 - Chapters may choose to utilize an ATM/Debit card in order to pay Chapter expenses. If using an ATM/Debit card, please ensure the following policies are adhered to.
 - **No cash withdrawals should be made via ATM machines or cash back functions.**
 - If cash is needed a check request should be sent to the Treasurer for processing.
 - The Treasurer is responsible for making the cash withdrawal and recording it accurately.
 - For each debit transaction, a check request with accompanying invoices or receipts be submitted.
 - For ease, it is recommended that the Chapters have the Treasurer maintain the ATM/Debit card. This ensures that a check request is initiated for each use of the card.
- Confirm all checks written have the required two signatures.
- Present all disbursements to the Chapter Board for approval.
- Reconcile each bank account upon receipt of the monthly bank statements.
- Prepare monthly and quarterly financial reports for the Chapter Board.
- Submit annual financial reports and review/audit report Corporate Office.
- Transfer funds as needed from the General Account to the B/C/D/P Account.
No funds can be transferred from the B/C/D/P Account to the General Account.
- Confirm that payment is received for annual dues for Member Firms from Corporate.



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C. Treasurer's Calendar/Checklist:

Monthly:

- Reconcile bank accounts and complete the [Bank Reconciliation Worksheet](#).
- Prepare the [Chapter Monthly Financial Report](#) and [Chapter B/C/DP Monthly Financial Report](#) for distribution to Chapter Board.
- Transmit Corporate dues payments and membership forms for new member firms and additional representatives to the Corporate Office as received.
- Monitor receipts of annual renewals, following up with member firms as needed.

Annually:

- Prepare Corporate [Annual Operating Financial Report](#) and [Annual B/C/DP Financial Report](#) and obtain Chapter President's signature. Send copy to the Corporate Office on or before November 30.
- Maintain a copy in Chapter files.

October

- Confirm annual bond has been issued for the Treasurer.

November

- Begin preparation of the [B/C/DP Financial Review for Investment Committee](#) for Investment Committee review. Send to the Corporate Office on or before December 31. A \$100 fine will be assessed on Chapters that do not submit.
- Begin preparation of year-end financial review in accordance with [Financial Review Guidelines and Requirements](#). Financial review is due in the Corporate Office on or before December 31.

December

- Forward to EWI Corporate Office any correspondence from the Internal Revenue Service (IRS).
- Forward any correspondence regarding State Registered Agents and Charitable Organization filings to EWI Corporate office.

July

- Participate or lead, if Chair, in preparation of Chapter's annual budget(s) for presentation to Chapter membership for approval at the Chapter's annual business meeting. Utilize [Budget Worksheet-EWI Accounts Only](#) and [B/C/DP Budget Worksheet](#).

September

- Balance accounts as of September 30.

Other Forms:

- [Internal Revenue Service Identifying Numbers For Corporation and Subordinates – 501\(c\)\(6\)](#)
- *Signed* [IRS W-9](#) Request for Tax Payer Identification Certification



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Chapter Board of Directors: Sergeant-at-Arms

A. Position Description: Refer to Chapter Bylaws, Article IV, 1.A.(5).

The Sergeant-at-Arms will be responsible for keeping complete records of the representatives' attendance at meetings of the Chapter.

B. Duties and Responsibilities:

- Receive all reservations for meetings of the Chapter.
- Communicate the necessary information regarding the number of reservations and table seating requirements to the Program Director.
- Prepare a list of guests expected for the Chapter President, the Hospitality Chair and others as needed.
- Oversee check-in of representatives, guests and others at Chapter meetings.
- Be responsible for the orderly conduct of Chapter meetings.
- Maintain attendance records of the membership at Chapter meetings.
- Provide attendance reports at monthly meetings of the Chapter Board.
- Perform such other duties as may be assigned by the Chapter President or the Chapter Board.

C. Sergeant-at-Arms Calendar/Checklist:

Monthly:

- Receive reservations for Chapter meeting.
- Communicate reservation details to Program Director.
- Provide guest list to Chapter President and others as needed.
- Provide monthly attendance reports to Chapter Board.



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Chapter Board of Directors: Retention & Recruitment Director

A. Position Description: Refer to Chapter Bylaws, Article III, 3.A.

The Retention & Recruitment Director will lead and direct the Retention & Recruitment Committee in the retention of existing member firms, recruitment and orientation of new member firms and replacement representatives and referral of potential member firms to other Chapters.

B. Duties and Responsibilities:

Recruitment

Before any approach to a potential member firm is made:

- Set Membership goals and include them in the Chapter's Strategic Plan.
- Create a target list by identifying prospective member firms with the assistance of the Membership Committee and the [Qualifications for Membership](#) based on open classifications and ratio balance within Chapter's membership.
- Ratio - The ratio of Chapter membership should be a minimum of 25 Member Firms with net annual growth. Member Firms to include a minimum of 25% each: Small Firms (1-25 employees); Medium Firms (26-99 employees); and Large Firms (100+ employees). The remaining 25% are at the discretion of the Chapter.
- Use the [North American Industry Classification System \(NAICS\) Guidelines & Resources](#) to identify the NAICS code for proposed member firms.
- Firm - Eligibility of a firm (it is recommended that eligibility criteria be developed, e.g., firm must be in business for a minimum of one year, etc., and incorporated into the Chapter's Standing Rules) and classification of each prospective member firm shall be approved by the Board and the Chapter before any contact is made by the membership committee. The prospective firm, classification, and other pertinent information shall be posted to the membership in writing. If no written objections are received from an executive of (minor classification) member firm within five (5) days of such posting, the prospective member firm may be contacted.
- Representative – It is recommended that representative(s) shall have been employed for a period of not less than one (1) year by the applicant firm, subject to such exceptions in individual instances as the Board may, at its discretion, deem advisable.
- Present firm/representative information to Chapter Board for approval at the monthly Chapter Board meeting or via electronic transmission (email or fax) if there is a need to act sooner than the next Chapter Board meeting.
- Post firm/representative information as soon as possible, either in the monthly EWI or electronically (email or fax), stating that if no written objection from an existing member firm's executive is received within the Chapter's defined posting period, the Retention & Recruitment Committee will contact the firm.
- Meet with the representative and the firm's executive, if possible, to discuss benefits of membership, answer any questions and invite the firm's representative to the next meeting as a guest of the Chapter.
- Present the [Application for Membership](#) with instructions for returning the completed application and firm's payment to the Retention & Recruitment Director for processing in the MemberPoint system.
- Upon receipt of the application and check, send the paperwork and check to the Chapter Treasurer for processing.
- Send [Letter of Welcome to New Executive](#), [Letter of Welcome to Representative](#), and [Letter of Invitation to Prospective Member Firm](#) to upcoming Chapter meetings to firm executive and/or representative. Letters can be sent by Chapter President.
- Follow up with the new member firm to determine if the firm has business offices in cities where other EWI Chapters are situated.



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- Membership inquiries forwarded from the EWI Corporate Office should be processed based on the steps above in a timely manner.

Orientation

- Work with Retention & Recruitment Committee and Orientation Chair/Official Mentor to schedule periodic orientation sessions for new representatives.
- Schedule introduction of new representative(s) at the next Chapter meeting.
- Work with Chapter President to make certain new representatives are immediately networked within the Chapter and informed of opportunities for participation in Chapter activities.
- Provide a new representative packet or handbook and assign a mentor to create rapport with the new member, build connections through follow up and encourage Chapter involvement to ensure retention.
- Refer to Orientation Best Practices for additional information to incorporate into your Chapter's orientation efforts.

Retention

- Engage representatives in Chapter activities and recognize them for their contributions to the Chapter.
- Upon the resignation or retirement of a representative, contact the firm's executive immediately to discuss potential replacement candidates.
- Invite replacement representatives to attend orientation sessions.
- Communicate with less-active representatives in advance of special meetings or programs to encourage their attendance.
- Request seasoned/involved representatives (in addition to assigned mentors) to sit with new, replacement and less-active representatives at Chapter meetings to share benefits of EWI membership and to encourage involvement in Chapter activities.
- Review current membership roster for firms that may be at risk of non-renewal (at least twice a year).
- Refer to Retention Best Practices for additional information to incorporate into your Chapter's retention efforts.

General Operations

- Ensure all [firm information changes](#) are made in accordance with the Bylaws and the Chapter Resource Guide.
- Process [replacement representative](#) and any membership changes. Send a [welcome letter to replacement representative](#).
- Coordinate changes to Corporate online directory with appropriate Chapter Board member or Committee Chair.
- Encourage representatives to regularly review their membership information online and make corrections as necessary.
- Periodically review and update Chapter boundaries in accordance with Chapter Bylaws, Article IX.

C. [Retention & Recruitment Director Calendar/Checklist:](#)

Monthly:

- Conduct Retention & Recruitment Committee meetings.
- Present committee reports at Chapter Board meetings.
- Introduce new members/replacement representatives at monthly Chapter meetings.
- Work with Treasurer in processing renewals.

Semi-annually:

- Conduct Membership events, as Chapter calendar permits.
- Review current membership roster for firms at risk of non-renewal.



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Chapter Board of Directors: Program Director

A. Position Description: Refer to Chapter Bylaws, Article III, 3.B.

The Program Director will have general charge of planning and arranging the programs for the regular meetings of the Chapter.

B. Duties and Responsibilities:

- Ensure meeting programs support the mission of EWI and deliver value to member firms, their representatives, and employees.
- Utilize the [Program Information Request Form](#) to gather information about possible programming or reference the [Suggested Chapter Program Topics](#). A list of suggested speakers can be found in various locations; some suggestions may be found in the [Where to Find Your Speakers](#) document.
- Meet with Program Committee within 30 days of installation of the new Chapter Board to develop a preliminary calendar for the entire year that will include possible firm nights, EWISP and ASIST award nights, the two mandatory business meetings (one of which is the Chapter's annual meeting), executive/firm recognition night and professional development topics for open meetings.
- Review preliminary calendar with Chapter President.
- Present the preliminary calendar to the Chapter Board for approval.
- Provide progress reports on meeting plans to the Chapter Board at the monthly Chapter Board meetings.
- Secure Chapter Board approval for items such as meeting location, costs, speakers, program content, special announcements/invitations, signatures for contracts and any required deposits.
- Conduct regular meetings throughout the year (monthly meetings are recommended) with the Program Committee to finalize plans for all meetings, delegating specific responsibilities to committee members.

C. Program Director Calendar/Checklist:

Monthly:

- Follow up regularly with committee members responsible for upcoming meetings to ensure clear communication of responsibilities utilizing the [Program Meeting Checklist](#).
- Provide updates to Chapter President and Chapter Board on all program arrangements. If the Program Director is unable to attend a Chapter Board meeting, a committee representative should attend to report to the Chapter Board at such meeting.
- Include all approvals needed from the Chapter Board as part of the program report as approvals from the Chapter President and Chapter Board are needed in order to proceed with finalizing meeting arrangements.
- Provide information to Communications Director regarding monthly meetings for publication in newsletter, e.g. date, time, place, meeting fee, program topic and speaker.

August-September:

- Conduct a survey of the membership, using the [Program Evaluation Form](#), to request feedback on programs presented during the year and suggestions for the upcoming year. The survey should also ask member firms to indicate interest in holding a firm night.
- Give all survey responses to the incoming Program Director for consideration in planning the next year's meeting schedule.

September-October:

- Set date and agenda for initial committee meeting. Share program survey results with committee members and ask them to be prepared to discuss survey results as well as their own program ideas.



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- Present preliminary program calendar to the Chapter Board at the next Chapter Board meeting (following the initial committee meeting).
- Plans for executive/firm recognition night should begin, especially if a well-known speaker is to be involved. Refer to the [Firm Night Guide](#).

Suggested annual program calendar:

January	Open meeting
February	Open meeting
March	Open meeting or business meeting
April	Open meeting or Executive/firm recognition night
May	EWISP awards presentation
June	ASIST awards presentation or fund raiser
July	Open meeting or business meeting
August	Recommended business meeting (in order to discuss Annual Meeting items of business)
September	Annual business meeting (Installation)
October	Open meeting (Installation, if not held in September)
November	Executive/firm recognition night
December	Open meeting

Open meetings may include firm nights, special speakers, or Chapter anniversary celebration.



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Chapter Board of Directors: Communications Director

A. Position Description: Refer to Chapter Bylaws, Article III, 3.C.

The Communication Director will be responsible for the preparation, publication, and distribution of the Chapter's [monthly EWIconnect newsletter](#).

B. Duties and Responsibilities:

- Develop schedule for publication of Chapter *EWIconnect* based on Chapter's calendar of events.
- Identify any costs related to preparation/distribution of newsletter.
- Determine content of newsletter giving consideration to the following:
 - Masthead with name of Chapter, month and date of issue.
 - List of current Chapter Board of Directors and year of charter.
 - Summary of previous Chapter meeting.
 - Notice of upcoming Chapter meetings and activities.
 - Membership information (e.g., posting of prospective new member firms, representatives and executives, introduction of new representatives and executives).
 - Highlights of minutes of monthly Chapter Board meetings and Chapter business meetings, including Treasurer's report.
 - Committee reports, when appropriate. Items of general business interest regarding member firms, representatives and executives. (firm anniversaries/representatives' birthdays)
 - Corporate news items.
 - News regarding other Chapters.
 - Mission Statement of organization.
- Solicit articles or press releases, using the [Press Release Template](#), for media release from Chapter Board members, representatives, and firm executives based on publication schedule.
- Organize content in a complete, concise and professional manner and proof thoroughly.
- Submit each issue to the Chapter President for final approval before distribution.
- Ensure distribution list for newsletter includes all representatives, sustaining members, Chapter life members and transitional members, as well as Corporate Board members, Corporate Advisor, Corporate Office, and others as may be designated.
- Ensure newsletter is distributed to Chapter membership at least 10 days prior to monthly Chapter meeting.

NOTE: The Communications Director must adhere to copyright rules and regulations set forth by federal and state law, ensuring correct references are included in each issue and, if necessary, permission obtained from contributing authors.

C. Communications Director Calendar/Checklist:

Monthly:

- Prepare Chapter newsletter for distribution.
- Submit newsletter to Chapter President for approval.
- Distribute newsletter to Chapter membership and others included on distribution list.
- Maintain copies of the newsletters for Chapter files/reference.

Annually:

- Develop schedule for monthly issues of Chapter newsletter.
- Determine any costs for budgeted items related to the preparation/distribution of newsletter.
- Archive Chapter newsletters based on the [Record Retention Schedule and Disaster Recovery Plan](#).



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Chapter Board of Directors: Fundraising Director

A. Position Description: Refer to Chapter Bylaws, Article III, 3.D.

The Fundraising Director will:

- Chair the Fundraising Committee in planning and carrying out any special activities for the purpose of supplementing Chapter operating funds and/or fundraising activities to support the Chapter's Business/Career/Development Program ("B/C/DP").
- Discuss with the Chapter President and Treasurer the proposed budget for the year in order to establish fundraising goals.

B. Duties and Responsibilities:

Disclosure requirements

- Communications and materials for **non tax-exempt fundraising** carried out by the Chapter (funds solicited within the membership to benefit Chapter programs and philanthropy, as well as funds solicited from within and without the membership to benefit programs the Chapter is sponsoring) must include specific disclaimer language that the contributions are "not tax deductible" for the donor.
- **Tax-exempt contributions** for B/C/DP projects must comply with substantiation and disclosure tax laws effective January 1, 1994. (See IRS Publication 1771, [Rev. 3-2002] and the [IRS Guidelines for Charitable Contributions](#). Failing to provide the correct information to donors with the [Charitable Contribution Acknowledgment](#) form, once a contribution is received, could subject the Chapter to penalties and result in the loss of the deduction for the donor.

Fundraising Activities

- Activities must **always** reflect the mission of EWI and comply with local and state laws.
- Fund raising activities will vary from Chapter to Chapter, based on financial needs of the individual Chapter and its Strategic Plan but will always be focused on EWI as the charity. **Fundraising for other non-profit entities is not the mission or purpose of EWI.**

C. Fundraising Director Calendar/Checklist:

Monthly:

- Provide monthly updates on fundraising activities at Chapter Board meetings.
- Promote fundraising activities at Chapter meetings and in the *EWIConnect*.

Annually:

- Assist with archiving Chapter records on fundraising activities based on the [Record Retention Schedule and Disaster Recovery Plan](#).

As needed:

- Refer to the compilation of fundraising activities of other Chapters for new ideas.
- Contact other Chapters to discuss their successes and to request any available planning guidelines/materials.
- Develop budgets to support and track fundraising activities and provide information to Chapter President and Treasurer.
- Present information related to income and expenses to Chapter President and Treasurer for approval and payment.
- Develop and document timelines for planning purposes for fundraising activities/events.



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Chapter Board of Directors: Director-at-Large

A. Position Description: Refer to Chapter Bylaws, Article III, 3.E

- The Director-at-Large is an optional Director position. The Chapter Board will determine whether the position will be added to the Chapter Board. Some Chapters make this decision on an annual basis; others assign a permanent set of responsibilities to this position and title it accordingly. Either way, the position needs to be included on the Straw Ballot each year. If a Chapter Board makes this determination on an annual basis, it is recommended the Chapter Board take into account the strategic initiatives planned by the Vice President/President-Elect.
- The Director-at-Large must meet the same qualifications as other members of the Chapter Board of Directors.

B. Duties and Responsibilities:

- Examples of duties and responsibilities assigned to the Director-at-Large include: EWISP and/or ASIST Director, Public Relations Director, Membership Retention Director.
- The duties and responsibilities assigned are dependent upon the requirements and plans of the Chapter.



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Chapter Standing Committees

The Chapter President appoints members to serve on all committees, except the Nominating Committee, including those chaired by Directors elected to the Chapter Board. The President serves as an ex-officio member of each standing committee except the Nominating Committee. (*Chapter Bylaws, Article VII.*)

A. Committee Requirements:

- Each chair will hold a committee meeting within 30 days from the date of election or appointment.
- The outgoing committee chair will transfer to the incoming chair all records, instructions, and reports of the committee following end of term.
- The chair of each committee will present reports as requested by the President and submit a written annual report at the Chapter's annual business meeting.

B. Required Committees:

- **B/C/DP Investment Committee**
Board Liaison: Chapter Treasurer
This committee is comprised of individuals associated with EWI as well as non-EWI individuals and oversees the receipts and disbursements of B/C/DP funds. Members of the Scholarship Selection Committee may serve as members of the B/C/DP Investment Committee.
- **Nominating Committee:**
Board Liaison: Chapter Board Advisor
This committee has the responsibility of presenting nominations for Chapter Officers and Directors, Annual Meeting Delegates/Alternates for the Corporation's Annual Meeting, as well as nominations for filling any Chapter Board vacancies. The details related to the formation of the committee and its operation are covered in Chapter Bylaws, Article VII, 1.
- **Scholarship Selection Committee**
Board Liaison: Scholarship or B/C/DP Director or other member of the Chapter Board as designated by Chapter President
This committee is comprised of individuals associated with EWI as well as non-EWI individuals and makes the selections of scholarship recipients. Non-EWI members can be retained from year to year.

C. Suggested Committees and Board Liaisons:

- **Advisory Committee:**
Board Liaison: Chapter President
The members of this committee are past Chapter Presidents. It is recommended the immediate past Chapter President serve as chair of the committee. The committee will advise on any matters concerning the Chapter at the request of the Chapter President or Chapter Board.
- **Budget Committee:**
Board Liaison: Chapter Treasurer
This committee, one member of which will be the Chapter Treasurer, prepares and submits to the membership at the Chapter's annual business meeting a proposed budget utilizing the [Budget Worksheet-EWI Accounts Only](#) and [B/C/DP Budget Worksheet](#) for the next operating year. Before the proposed budget is presented to the membership, it is first presented to the Chapter Board for



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approval.

- **Scholarship Committee:**

Board Liaison: Scholarship or B/C/DP Director or other member of the Chapter Board as designated by Chapter President

This committee will coordinate the scholarship programs for the Chapter based on instructions received from the Corporate Board and/or Executive Director. The committee will submit progress reports to the Chapter Board, assist the Program Director in planning the program to announce recipients and assist in planning news coverage of the events.

- **Bylaws Committee:**

Board Liaison: Chapter Board Advisor

This committee will study, prepare and submit to the Chapter Board for review any amendments to the Corporate and Standard Chapter Bylaws that the Chapter may want to put forth at the Corporation's annual meeting. The proposed amendment(s) must be approved by the membership prior to submission to the Corporate Bylaws Committee. (*Chapter Bylaws, Article XII.*) The committee will also review and advise the membership concerning any bylaw amendments that will be presented to the delegate body at the Corporation's annual meeting that have been proposed by other Chapters or the Corporate Board. This committee may also have responsibility for review and recommendations concerning the Chapter's Strategic Plan and/or Standing Rules and Procedures.

- **Standing Rules:**

Board Liaison: Chapter Board Advisor

Chapters may adopt standing rules and procedures as recommended by the Chapter Board and/or Chapter Bylaws Committee and approved by the Chapter membership. These standing rules and procedures would specifically apply to the individual Chapter. They cannot conflict with the Corporate and Chapter Bylaws, the EWI Chapter Resource Guide or California law. A few **examples** include:

Meetings: The installation of Officers and Directors will be held in September of each year. Monthly meetings will be held on the fourth Tuesday of each month; however, meetings may be rescheduled with prior approval of the Chapter Board.

Meeting Reservations/Cancellations: There will be a standing reservation for the monthly Chapter meeting for each representative. Unless cancellation of such reservation is received by the Sergeant-at-Arms by noon on Friday preceding the meeting, the related expense will be billed to the member firm. This policy will be communicated to all representatives in the monthly meeting notices.

Leadership Conference & Annual Meeting: The President and Vice President/President-Elect will be delegates to the Annual Meeting. Additional delegates, if any, and alternates will be selected by the Nominating Committee and submitted to the membership for election.

- **Courtesy Committee:**

Board Liaison: Sergeant-at-Arms

This committee will handle the arrangements and/or notifications necessary for the Chapter's customary observances or acknowledgments.

- **Hospitality Committee:**

Board Liaison: Sergeant-at-Arms

This committee should be composed of as many members as available to greet and welcome new representatives and guests at meetings, introducing them during the social hour and making proper



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seating arrangements for them. The Chapter President should inform the committee chair of any special guests (Corporate, Chapter or otherwise) so that every courtesy may be extended to them.

- **Literacy/Reading Rally Committee:**

Board Liaison: Scholarship or B/C/DP Director or other member of the Chapter Board as designated by Chapter President.

The main focus of this committee should be the Chapter's participation in the annual Reading Rally, EWI's signature event, which supports the literacy initiative of the Corporation.

- **Public Relations Committee:**

Board Liaison: Communications Director

This committee should communicate **consistently** the accomplishments of the Chapter through local media avenues, referring to the Public Relations Guidelines and the **Corporate Website (ewiconnect.com)** for helpful tools.

- **Orientation, Mentoring and Retention Committee(s):**

Board Liaison: Retention & Recruitment Director

This committee works closely with the Retention & Recruitment Director to survey regularly the membership to determine that the needs of the members are being met. The committee may also be responsible for coordinating the mentoring of new members.